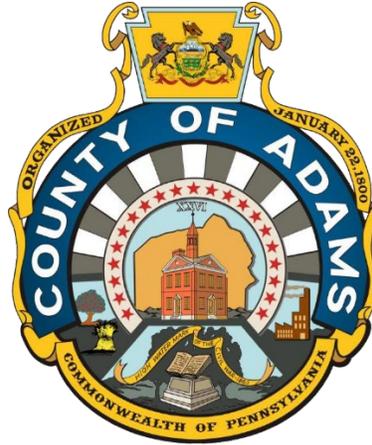


ADAMS COUNTY DEPARTMENT OF PROBATION SERVICES



COMMUNITY REENTRY PROGRAM HANDBOOK

Guidelines and Expectations for Participants of the Community Reentry Program

Revised June 7, 2019

Community Reentry Program
45 Major Bell Lane
Gettysburg, PA 17325
717-334-0327 ext. 3175

Purpose

The Community Reentry Program (CRP) is an Adams County Department of Probation Services (DPS) program that involves work release and programming for those subject to restrictive phases of probation. The purpose of the CRP is to provide opportunities for all those who participate, to engage in the community before their release from incarceration through employment, treatment and rehabilitative programs, community service, and visitation with family. Those opportunities, when embraced by individuals with a desire to improve their future, are essential components for a successful transition from incarceration to the community. The program provides a structure that promotes accountability for each participant's growth and self-development. During your time in the CRP, you will be supervised by a Restrictive Probation Officer (RPO).

Community Reentry Program Participation

- If you are specifically authorized by your sentencing Judge and you meet the minimum-security classification standards determined by the Adams County Adult Correctional Complex (ACACC) you may be eligible for participation in the CRP.
- Participation can be for any or all of the following purposes: employment, to seek employment, attend school, or treatment. Release for any of these purposes is only considered when a legitimate need is established.
- Participation can be denied if you are not fully sentenced on all charges, have outstanding warrants or detainers that cannot be resolved, and in some cases when an outstanding matter from another jurisdiction exists where the Court will not authorize participation.
- Program participation can be rescinded when any of the eligibility criteria for the program is no longer met, or when you no longer display appropriateness for integration into the community.
- If you are serving an Intermediate Punishment Program (IPP) sentence, time spent in the Community Reentry Center (CRC) or on electronic monitoring (EM) is considered the "restrictive" portion of your sentence. If you fail to complete all conditions and requirements of the restrictive portion of your sentence, your RPO can file a motion for revocation which may result in resentencing and removal from participation in the CRP.
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Pre-commit Process

When specified in your sentence or official Court Order, there is a pre-commitment process for entry into the CRP. The pre-commitment process is available to eliminate delays in getting released for work purposes after you have been committed to the CRC. Pre-commitment applications are obtained at the time of your sentencing and submitted to DPS for approval in advance of the commitment date. When a rigid timeline is met including attendance at a scheduled orientation, completion of a TB test performed by Prison medical staff and return for medical clearance, you can be committed immediately to the CRC. If you choose not to complete the pre-commitment process you will commit to the main facility. After you meet minimum security standards for classification to the CRC as determined by the ACACC you will be scheduled for the next available orientation.

Community Reentry Program Orientation

An orientation process is conducted with a representative from DPS for all program participants. There is no authorization for the release of any individual from the CRC until an orientation has occurred. You will have an opportunity to review the expectations of your participation, execute any documents necessary to effectuate your release to the community and ask any questions during the orientation process.

Community Reentry Program Administration

While participating in the CRP you need to remember that you are subject to the standard conditions of your sentence and the terms of the ACACC Inmate Handbook. Although the administration of the CRP is a separate function from the

Prison, as an entity of the Court through DPS, it does not interfere with the security functions of the Prison. All those housed in the CRC are in the custody of the Prison.

Community Service and Work Assignments

All program participants are expected to perform work assignments that may be scheduled both at ACACC and/or as scheduled in the community.

If you have court-ordered community service to perform you will receive credit for work performed both on the complex and in the community upon approval from DPS staff. Refusal to participate in assigned community service can result in a misconduct and potential removal from the program.

- Due to the nature of some crimes, participation in community service projects may be restricted to work performed only on the complex grounds

Assessment and Case Planning

In most cases, you will receive a risk/needs assessment administered by an Officer with the DPS. The assessment is designed to measure risks, needs, and strengths. The results of the assessment are used to develop an individualized case plan. The expectation is that you work with your RPO in establishing measurable case-specific goals. Once goals are established and a plan is agreed upon you are expected to make progress towards reaching those goals while involved in the CRP and throughout your transition to the community. Throughout the course of program participation, a RPO will monitor progress and give guidance and direction where needed. The information is used by DPS staff, the Warden, and the Court for consideration of transition to the community. When it is identified that there is a need for you to participate in a program you are expected to arrange your work schedule to accommodate your attendance.

Treatment and Rehabilitative Programs

You are expected to enroll in all available treatment and rehabilitative programs offered at the CRC and as available in the community in accordance with your case plan and you should access these programs as soon as possible.

- You will be required to execute any necessary releases for DPS staff to communicate with service agencies
- You are encouraged to enroll in programs that are accessible in your home area when possible for the continuity of your treatment upon your release
- Sign-up sheets for in-house programs are located near the Officer's desk
- Special programs that are offered on an occasional basis are also posted in each housing unit announcing the dates and times when they will be offered

Employment

You are expected to obtain and maintain employment unless this condition has been waived by the Court as outlined in a sentencing order or a medical inability to work can be demonstrated. For those participants who do not have employment a plan for job searching will be conducted with a member of DPS following orientation to the CRP.

- You are expected to seek employment in such locations that may be accessed upon your release to the community
- Release to the community to seek employment can be requested by completing a **Job Search Application** form and submitting it to your RPO
- Failure to gain or maintain employment can result in removal from the program, revocation of a sentence, and/or serving additional time in jail after the minimum release date expires

All forms of employment must meet the following minimum standards for participants:

- Provide supervision and safety
- Provide worker's compensation insurance or a form of insurance that covers the cost of any work-related injuries

- Provide compensation in accordance with minimum wage standards and the Fair Labor Standards Act. Any “under the table” type of job is not acceptable
- Display a willingness to support your efforts toward rehabilitation through cooperation with DPS staff
- Job sites will not exceed 80 miles from the CRC, or prohibit access to work and return within the same business day
- If you have been granted permission to work, you must go directly to and from your place of employment and engage in work-related activities only
- If you do not comply with the conditions of your employment you will be removed from work release
- If you obtain employment through the job searching process you should notify your RPO by completing a **Community Reentry Program Application**
- Because you are only permitted to have one job at a time, if you wish to change employment you are expected to notify your RPO of your intentions to change employment before terminating your current employment
- Upon approval from your RPO that the new employment is satisfactory you are expected to give at least two weeks’ notice to your current employer, and you will work for the final two weeks
- Participants are expected to report any changes in their job status to their RPO immediately
- If you are seeking to pursue self-employment you must meet the following minimum standards for consideration:
 - Proof of 12 consecutive months of self-employment before incarceration, evidenced in the form of the latest year tax return showing business income for the prior year
 - Proof of a valid liability insurance policy
 - Certificate of registration with the Pennsylvania Attorney General’s office where appropriate
 - Flexibility to conduct the majority of all business functions in a location other than your home
 - Income that is consistent with minimum wage standards and sufficient to cover the costs associated with program fees and court-ordered obligations
 - Sufficient work clients, customers or contracts, not related to the participant, to sustain regular employment
- If you are injured at work, you must call Probation staff, ACACC Medical, or a Shift Commander. Your employer should also contact the facility. It is your responsibility to provide updates as directed. All prescriptions must be filled and dispensed by ACACC Medical

Work Scheduling

You are permitted to work a maximum of 6 days per week and 12 hours per day (including travel time). Work can be performed on any shift as required by your employer; however, work hours in a single day must be consecutive. DPS staff approves work schedules that are provided directly by the employer. Schedules that vary from week to week or require daily modification should be submitted by employers directly to DPS staff for consideration, as follow:

Phone: 717-334-0327 X 3175	Mon-Fri 8am-4pm
Email: workrelease@adamscounty.us	Mon-Fri 8am-4pm
Fax: 717-339-1938	Mon-Fri 8am-4pm
County Control: 717-334-8101	Non-business hours (Evenings after 4pm, Sat, Sun & major holidays)

- Weekly scheduling is completed on Friday each week in preparation for the following week.
- Schedules received after noon on Friday are subject to consideration during the next available RPO hours; generally, on Mondays
- If you are in the community working and cannot return as scheduled due to a legitimate cause for delay, your employer or direct supervisor must contact DPS staff to have your return time extended
- Consideration for work on major holidays including New Year’s Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas is only given when the majority of your employer’s workforce is also expected to work that day

- Only those participants whose employer has made direct contact with DPS staff to request your attendance on a major holiday will be scheduled
- Individuals that are self-employed and wish to work on a Holiday are required to submit an inmate request slip to their RPO five days in advance noting the worksite and the type of work to be performed. These requests will be considered on a case-by-case basis
- You may not attend any party or social function conducted by your employer or related to your employment
- You are responsible for notifying your employer if you are not able to report to work as scheduled
- You are not permitted to leave the facility when a hold in order is in place. Release from a hold in can only be authorized by the issuing authority
 - You are encouraged to make contact with your employer to notify them of your absence from work when this occurs

Job Site Locations

- If you work in various locations from day to day you are required to take a **Job Site Log** and fill it out each time you change a job site
 - Forms are available at the officer's station in the CRC lobby
 - Fill out your name, the current date, your contact phone number
 - Enter a time and the complete address of your shop or job site each time you change locations
- Upon return to the facility, you will submit the log to your RPO via the treatment box on your housing unit
- Your RPO will review the log daily for compliance

Transportation

- You may access transportation through the use of approved drivers, the shuttle service, or by transporting yourself. Any individual who will provide transportation for you must submit a copy of their valid driver's license to DPS staff for consideration.
 - Individuals who have been released from incarceration in the last 6 months or who are currently under Probation supervision will not be permitted to be an approved driver
- The shuttle service is intended to supplement your transportation and reduce the burden on families and friends
- A shuttle schedule is posted inside the housing units. Shuttle drivers provide transportation services to locations outlined on the schedule
- Transportation costs are assessed to your inmate account at the end of each week; at \$1 per ride
- You are permitted to access the shuttle up to 1 hour before your scheduled release or return within 1 hour of your scheduled return time. You may access the shuttle at any of the listed locations and when practical may walk directly to or from a nearby location to utilize the shuttle
- When the shuttle service is not available (generally on County observed holidays) you are expected to provide your own transportation
- Food, drinks and other items of contraband as observed inside the Prison are not authorized on the shuttle
- You are always expected to wear your seatbelt while riding the shuttle

If you wish to drive yourself you must submit a copy of your valid driver's license, proof of vehicle registration and insurance. If the vehicle is not registered in your name you must submit a letter from the owner permitting, you to drive the vehicle. When vehicles are brought to the complex a key must be provided to Corrections staff in the main lobby. You must also submit an inmate property request for the car and 1 car key to be approved by DPS staff. When your vehicle is brought to ACACC it will be searched and will need to be cleared of contraband before it will be approved.

- If your driving privileges are suspended in Pennsylvania you are prohibited from driving while in the CRP, regardless if a valid license exists from another state
- All vehicles must be maintained in a safe and legal fashion
- Gas and vehicle maintenance products can be purchased at a location within your most direct route of travel

- All property contained in your vehicle is considered to be your property. The nature of the property contained in the vehicle should be safe, legal and limited to that which is necessary for the performance of your work duties or the safe operation of the vehicle

All vehicles maintained on the Prison complex grounds are subject to search by Prison authorities or DPS staff at any time

Communications

If you have questions during the course of participation in the program you are encouraged to seek direction from this handbook or through written communication with DPS staff by completing an inmate request slip.

- While you are in the community there are times when you are directed to contact the CRC by phone to report your whereabouts
 - This can be done by using a cell phone or landline phone that may be accessible at your location
- The use of telephones of any sort while outside the CRC is prohibited except for the use in the performance of one's work duties, in contacting the CRC or Prison staff, to arrange for transportation, treatment, or matters legitimately related to your transition to the community
- Communications with family or friends are strictly limited to use of the inmate telephones while inside the CRC, the US mail service, or through scheduled visitation on the weekends within the community
- Using Smart Phones, tablets, laptops, computers for the use of contacting others is prohibited. This includes text messaging and emails. The use of or access to any form of Social Media is prohibited.

Library

The CRC provides a leisure library where you can access reading materials for use inside the facility. You are permitted one library book in your possession at any time.

Community Involvement

You can request a period of release to the community to attend appointments that can be verified for the following:

- Employment processes, healthcare appointments, legal/court appearances, service agency appointments, Department of Motor Vehicles, educational classes are examples of acceptable releases

All requests to attend community appointments should be submitted on a **Community Release/Transportation Request Form** and should be submitted at least one week in advance of the requested release. If the request is made less than a week in advance, it may be denied

- Requests should include the date, time, location and purpose of the appointment as well as a phone number and contact name for your RPO to verify the appointment
- If you are required to appear in court, you should submit a copy of your Notice to Appear along with the information of the transportation you intend to use
 - If you intend to use your own transportation you are required to provide 7-days' notice. Requests received with less than 7 days' notice will not be considered, and you will travel with law enforcement officials
- Travel to court appearances without law enforcement is not a right and will be considered at the discretion of your RPO
- You are not permitted to attend court appearances in other states and are encouraged to notify the Court in writing that you cannot appear due to your incarceration

Program Management and Supervision

You can expect to be monitored by DPS staff during periods of release to the community

- Participants can expect that DPS staff may visit you at your place of employment, while you attend programs, community service projects, and visits
- DPS staff may at times conduct investigations concerning your conduct and your involvement in the community
- You may be monitored with the random use of breathalyzer and field drug testing

Home Plan Investigation

Part of the process of re-entry back into the community requires an approved home plan. Your submitted home plan must be safe and conducive to your successful rehabilitation and transition back into the community. A probation officer will investigate the home plan which includes ensuring that the homeowner/designee agrees to the basic requirements of a Home Provider Agreement as well as determining if electronic monitoring requirements can be met (when applicable). If your home plan is denied you will be informed, and an explanation will be provided regarding the denial. You will then be provided with another home plan form for submission to your probation officer.

- Upon approval of an appropriate home plan:
 - You must have access to the residence at all times and residence must be your primary residence
 - DPS staff must have access to the residence when they conduct field visits; these visits can occur at any time
 - DPS staff must have access to areas of the residence where you routinely have access to conduct searches if reasonable suspicion exists that you may have violated your probation or parole

Community Reentry Program Financial Management

All financial matters are handled by the Accounting Department of ACACC

- As a condition of participation in the CRP, all wages, tips, and paychecks you receive must be turned over to the Prison
- All participants with tip-related jobs (bartender, waitress, banquet staff, etc.) must turn these cash tips into intake after every shift worked. The tips turned in must match the amount noted on the pay stub for the week worked.
- Employers are notified to send all paychecks by mail or by personal delivery from a supervisor
 - Paychecks must be accompanied by a pay stub showing gross pay, net pay, all deductions, and hours worked for that pay period
- If you have direct deposit you will be required to submit a money order for the net pay along with a pay stub for the week worked
 - The money order and pay stub can be dropped into the black box in the outside Kiosk room located by the Lobby entrance
- Payroll checks are processed by the Prison accounting staff weekly
- Participants are permitted to have up to \$45.00 cash for personal use. Those that are authorized to drive themselves can have an additional \$25.00 for a total of \$70.00 cash

Standard Deductions

- Escrow is 25% of the gross pay for the first 4 weekly paychecks or the first 2 bi-weekly paychecks. This is held in an escrow account to cover any costs associated with your participation upon your completion of the program
- Standard room and board fee is 24% of your gross pay (regulated by the Adams County Prison Board)
- \$25 per week paid to the Clerk of Courts for any costs or fines
 - If no funds are available for Clerk of Courts after all fees are charged, they will be charged to your account and paid out when funds are available
- \$12 per week for urinalysis testing
- \$3 per week for laundry facilities
 - If you are not working, you are also assessed a basic program fee for laundry and urinalysis testing weekly
 - If you are indigent, fees will be assessed and collected at a rate of half of all future deposits made on your inmate account
- If you have financial obligations ordered by the Court, you are expected to make those payments through wage garnishment or by established payment plans
- Any MDJ fines/costs may be charged to your account with proper documentation from the MDJ offices
- The balance on an account may be disbursed after all standard and necessary deductions are made

- Paychecks for the final week worked while participating in the CRP are expected to be submitted by your employer unless advance arrangements to settle the inmate account are made with the Prison Accounting Staff
- Account balances that remain when you are released from incarceration are subject to collection proceedings
- Hold-ins may occur when proper pay has not been turned into the Accounting Department on a weekly/bi-weekly basis. Probation will be notified with this request and will take the proper actions
- A weekly check log will be sent to Reentry for all participants to sign for all receipts
- All questions and concerns must be in request slip form and directed to Accounting. No participant should call the Accounting Department with any questions/concerns unless released from the facility
- Upon release you should come to the Lobby (located in the Main Building) during business hours, please call the Accounting Department so you can have your account cleared

Community Visitation

Visitation for the Community Reentry Program (CRP) participants occurs on Wednesday, Thursday, and Sunday outside the facility at local public business establishments open for business.

- The location for visits is limited to Walmart, located at 1270 York Rd. Gettysburg, PA, the shopping plaza located directly across Rt. 30 (to include Sheetz), as well as the plaza located directly across Shealer Rd. Visits may not occur at the Hampton Inn.
- You will have the opportunity to sign up for visits weekly beginning Monday evening and ending the following Monday afternoon at noon for the following week
 - Sign-up slots will be first come, first served
- The length of the community visit will be 90 minutes in length
- You will need to submit a **Visitor List** (forms can be obtained from your block officer) that must include the name, age, phone number, and physical address (no PO Box) of up to 10 individuals that might pick you up for a community visit
 - Do not list any minors on this list as they are not permitted to pick you up (you may still visit with them, but they cannot pick you up)
- All visitors are required to submit a copy of their valid driver's license and be listed as an approved driver before the visit will be approved
- You are not permitted to visit with anyone who is a registered victim or who is protected by a Protection from Abuse Order (PFA) where you are the defendant and where contact is prohibited
- You may not visit with other program participants regardless of relationship
- Visitation standards contained in the ACACC Inmate Handbook also apply
- You are not permitted to visit with individuals who have been released from incarceration in the last 6 months or who are currently under Probation supervision
- Participants who are convicted of crimes against children may be restricted (by written notice from DPS staff) from visitation in public locations where children normally congregate
- Visitors must arrive at the CRC no later than 30 minutes after the visit is scheduled to begin or the visit will be canceled
 - If a visitor is late the visit will not be extended
- Visitors should be prepared to provide photo identification upon request
- While visiting you are expected to remain at the approved visit location and visible to the public for the entire period of the visit
- Upon returning to the CRC you must submit a receipt from the location of your visit
 - The receipt must include
 - The name of the establishment
 - The correct date and time of your visit
 - Your own legible printed name and inmate ID number
- If you wish to attend a religious service for your visit it must be located within 5 miles of the facility and the location must be noted on the visit sign-up sheet.

- Written verification of attendance from the religious leader at the service must be presented upon return to the facility

Conduct and Discipline

In addition to those standards contained within this handbook, you are subject to the following minimum requirements that shall constitute an agreement between you and the CRP:

- Obey all laws. Any arrest, receipt of citation/summons, or contact by law enforcement officials must be reported immediately to your RPO
- Obey all rules and guidelines contained in the ACACC Inmate Handbook and the Community Reentry Program Handbook
- Refrain from any behavior that puts you or others in danger
- Leave the CRC only for purposes authorized by the DPS staff
- Comply with the conditions of any release including the location, date, and time of release and return
- Travel directly to and from approved locations accessing the most direct route of travel
- Remain at the approved location under the supervision of your supervisor or facilitator
- Do not leave the approved location (except to return to the CRC) without contacting the center first
- Return to the CRC or the approved residence (while on HA) promptly following the completion of the task
- Failure to return as directed will result in charges of escape being filed
- While housed in the CRC utilize only the individuals who have been approved by DPS staff for transportation
- Do not store personal items on private property without permission from your RPO
- Behave in a courteous and cooperative manner at all times, display a positive work ethic, and do not cause the loss of any employment
- Comply with all employer expectations
- Remain free from consumption or possession of any non-prescribed medications, alcoholic beverages, illegal or controlled substances, or any substance not intended for human consumption
- Eat meals provided by ACACC while missing a scheduled meal. Participants are expected to take meals along with them and are not authorized to eat any meal that is not otherwise provided at their place of employment or community service site
- While housed in the CRC all medications must be dispensed by the Prison medical staff or purchased from the inmate commissary
- Possession of a firearm or any other deadly weapon is prohibited
- Refrain from visiting with family and friends at times and locations that are not designated by the DPS staff for visitation

While DPS staff maintain a desire for everyone to succeed it is recognized that at times you will make choices that result in rules not being followed and expectations not being met. When that occurs your RPO will initiate disciplinary or corrective action which may include:

- Verbal or written warnings
- Case Reviews
- Suspension of visiting privileges
- Prison Misconduct reports
- Notification to the Court of your lack of appropriateness for the community
- Revocation
- Resentencing

Participants other than those sentenced to IPP are subject to the Prison misconduct process as outlined in the ACACC inmate handbook and are subject to a removal process through the Court if any sanction related to a Prison misconduct exceeds 5 days suspension from the CRP. Future consideration for return to the CRP following removal by the Court will be at the discretion of a DPS Director.